

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



ADMINISTRATIVE ANALYST

Salary Range: \$609.25-\$822.50/week

POSITION

Vacancy is in the Ryan White Program of the Health and Human Services Department. Under supervision, performs a wide range of increasingly responsible and difficult professional and technical duties leading to the effective operation of the division. Assures quality of HIV/AIDS services through the collection and evaluation of data from contractors that have been awarded Ryan White funds in the Greater Hartford area. Works with the Program Supervisor, Contract Manager and Quality Manager in a collaborative approach to ensure timely completion of mandatory evaluations of contracted programs. Ensures that utilization of each provider's program is consistent with the scopes explained in the contract. Works with management to develop scientifically sound data collections and sharing protocols. Conducts data analysis and summarizes results for reports and publications. Performs literature reviews on relevant topics for the care of people living with HIV/AIDS. Serves as a representative at assigned health, social services and community meetings. Provides administrative support to program staff. Performs related work as required. The hours of this position are 37.5 per week.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, business administration, social services, human services or a closely-related field. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION. MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENT FORM.

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, a performance test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of Microsoft Word, Power Point, and Excel computer programs; Knowledge of state and federal laws, policies rules and other regulations related to health care, specifically in the area of HIV/AIDS; Knowledge of civil and human rights laws; Knowledge of the socio-economic, political and public health related problems within the Greater Hartford Area; Ability to express ideas effectively in oral and written form; Ability to establish and maintain effective working relationships with municipal officials, department heads, employees, and the general public; Ability to learn operational objectives, methods and procedures of city departments and agencies. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background test. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL THURSDAY, SEPTEMBER 28, 2006.

Exam No. 2370
Issued: 9/14/2006

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.

**CITY OF HARTFORD
RESIDENCY AFFIDAVIT**

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, “DOMICILED” is defined to be “that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

NOTICE: THE APPLICANT BEARS THE BURDEN TO SHOW LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.